

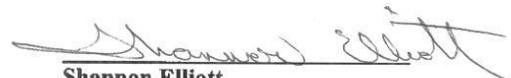
N61340-16-R-0007

**STATEMENT OF WORK
FOR
INDUSTRIAL AND LOGISTICS MAINTENANCE
PLANNING/SUSTAINMENT
(ILMPS)
AIR 6.7
FLEET READINESS CENTER SOUTHEAST (FRCSE)**

Submitted by:


Bernard Courtney
Program Manager
NAWCTSD 1.3.6.3

Approved by:


Shannon Elliott
Department Head Design Interface
FRCSE 6.7

1.0 INTRODUCTION.

1.1 BACKGROUND.

The Industrial and Logistics Maintenance Planning/Sustainment Competency (AIR 6.7) of the Naval Air Systems Command is a National Organization with its Headquarters located aboard the Naval Air Station at Patuxent River, MD, and it is responsible for providing acquisition logistics management integration across all Logistics support elements. The acquisition of these services is required in order to ensure consistency in the procurement of logistics support services across all sites. National Sites include the Naval Air Warfare Center Aircraft Divisions at Patuxent River, MD, Lakehurst, NJ and Orlando, FL; the Naval Air Warfare Center Weapons Divisions located at China Lake, CA and Point Mugu, CA; Fleet Readiness Centers (FRC) located at Jacksonville, FL, Cherry Point, NC, and North Island, CA; and the Naval Air Technical Data and Engineering Command located at San Diego, CA.

Collectively, these sites provide the people, skills, knowledge, equipment, tools, facilities, and technical data, to establish and maintain policies, processes, and procedures for an integrated Naval Aviation Logistics and Industrial support package. AIR 6.7 is responsible for design interface, industrial and maintenance planning, integrated Warfighter support, training and training support, support equipment management and integration. AIR 6.7 integrates Naval Aviation Enterprise (NAE) maintenance and supply functions, and maintenance scheduling and management in accordance with NAE constructs, and provides overarching industrial business operations planning and analysis to ensure continuous logistics engineering services and support from concept refinement and technology development through disposal to ensure maintainability, readiness, supportability, and affordability. These logistics management services apply to all Weapon Systems and Subsystems procured by the Naval Air Systems Command.

1.2 SCOPE.

This Statement of Work (SOW) is intended to provide logistics and technical support services for all current and future customers and weapons systems supported by AIR 6.7 (Jacksonville, FL) in the areas of planning, analysis, development, training, support equipment management, and facilities. Potential customers and weapon systems include, but are not limited to: Customers - AIR 6.0 Competency and Business Unit, PEO(A), PEO(T), PEO(U&W), PEO(JSF), and AIR 1.0; Weapon systems currently include but are not limited to P-3, EA-6B, E-6, T-45, T-6, T-44, JSF, F-18, J52, F404, F414, TF-34, and J-85. Additional systems supported by this effort may be identified in task order SOWs. This SOW is intended to cover full logistics and technical support of AIR 6.7 FRCSE and its sub-sites as delegated. Current sub-sites include Jacksonville, FL; Arlington, VA; and Tinker AFB, Oklahoma City, OK. Additional sub-sites supported by this effort may be identified in task order SOWs based upon all current and future customers and weapons systems supported by AIR 6.7 (Jacksonville, FL). This program utilizes the following types of funding: Research, Development, Test and Evaluation, (RT&E), Aircraft Procurement, Navy (APN), and Operations and Maintenance, Navy (O&M, N). Section 4.0 of this Statement of Work defines specific requirements relating to contract performance. Because individual task orders may contain only portions of the SOW, all acronyms used are defined in a table at the end of the document.

2.0 APPLICABLE DOCUMENTS.

Applicable documents pertaining to specific Task Orders

2.1 Listing of documents.

1. GEIA-STD-0007
2. DoD 5000.1
3. DoD 5000.2
4. SECNAV 5000.2
5. SWP 6710-001B DI/MP Process
6. SWP 6711-001C DI Process
7. SWP 6711-008A DI ILA
8. SWP 6711-12-001C DI/MP Process Sequence Steps
9. SWP 6711-007F Baseline Comparison System
10. SWP 6711-006A Supportability Analysis Design Review
11. SWP 6711-005C New Technology Insertion
12. SWP 6711-004A Standardization and Interoperability
13. SWP 6711-003E Comparative Analysis
14. SWP 6712-004 Level of Repair Analysis (LORA)
15. IMC Handbook AL-081AG-IMC-000
16. 6714-001C AHMCM Aviation Hazardous Materials Control and Management Program
17. 6714-002C ESOH Environmental Safety and Occupational Health
18. 5400.161A NAVAIR Instruction for Aviation Ship Integration A/SI
19. 4790.35 Diminishing Manufacturing Sources and Material Sources (DMSMS)
20. 4790.22C Design Interface and Maintenance Planning NAVAIR instruction.
21. SWP 673-103 Depot Capability Planning
22. SWP 673-104 Depot Capability Establishment
23. Naval Supply Publication 724
24. AL-081AO-IMC-000
25. SWP6711-12-001C (Design Interface & Maintenance Planning Process Sequenced Work Steps)

2.2 Additional required documents will be specified in individual Task Orders (TOs).

2.3 The Government will provide access to the latest version of required documents.

3.0 REQUIREMENTS:

3.1. LOGISTICS AND TECHNICAL SUPPORT

The contractor shall provide the following logistics and technical support services/tasks.

3.1.1 Level of Repair Analysis (LORA) – the contractor shall:

3.1.1.1 Develop and provide a LORA compliant with TA-STD-0017 and SAE AS 1390.

3.1.1.2 Identify the data element inputs for development of the LORA (These inputs may become the basis for an organic conducted LORA or provided to the OEM for development of a LORA).

3.1.1.3 Conduct an economic LORA, apply sensitivities to identify the most economical repair level and provide results and recommendations in the LORA report to include a Source, Maintenance and Recoverability (SM&R) code and a rationale statement section of a part I maintenance plan.

3.1.1.4 Conduct an economic LORA to determine possible costs of all maintenance support options and then identify least cost solution. Conduct a non-economic LORA to identify reasons maintenance at the Organizational, Intermediate, or Depot level should or should not be performed and provide recommendations in the LORA report.

3.1.1.5 Evaluate the LORA of systems, equipment, and associated hardware for all class one Engineering Change Proposals (ECP) that change the baseline maintenance concept and possible impact on Provisioning Support Analysis (PSA) packages and recommendations for improvements.

3.1.1.6 Perform audits to verify existing system repair performance against identified repair specification or objectives. Determine the difference between results of the LORA and the programs' planned or baseline maintenance concept. Provide recommended rationale for changing the programs' maintenance concepts.

3.1.1.7 Perform Configuration Management (CM) reviews to ensure repair operations are optimally maintained.

3.1.1.8 Identify Logistics Product Data (LPD) key entities and attributes commensurate with the acquisition phase for the development of LORA input data.

3.1.2 Design Interface (DI) – the contractor shall:

3.1.2.1 Assess and provide recommendations for establishing or changing the maintenance programs for new or existing systems and equipment, which includes:

- a. Assessing and evaluating available maintenance data
- b. Identifying and/or developing a Baseline Comparison system (BCS)
- c. Conducting a Comparative Analysis of new systems/equipment to the BCS

3.1.2.2 Conduct independent, technical and systems engineering assessments of logistics data for affordability, reliability, maintainability, supportability, supply support, maintenance concepts and warranty considerations.

3.1.2.3 Perform database research and analyses of impacts of any proposed engineering changes that would affect the Integrated Logistics Support (ILS) and operational readiness.

3.1.2.4 Review and analyze naval aviation and weapon systems maintenance engineering, logistics, technical, financial and schedule data to support ILS and maintenance policy development.

3.1.2.5 Identify the underlying quantitative and qualitative data necessary to support new policy initiatives required in response to changing technical, acquisition and operational logistics needs.

3.1.2.6 Identify ILS and maintenance policy options and conduct cost/benefit trade-off analyses of policy options.

3.1.2.7 Identify and apply alternative Life Cycle Cost (LCC) model procedures, validation approaches and tracking procedures for incorporation into LCC management plans.

3.1.2.8 Assess alternatives and identify advantages and disadvantages of LCC planning and maintenance concepts for the selected end items and support items.

3.1.2.9 Provide recommendations to update the LCC program objectives and technical information requirements.

3.1.2.10 Develop and conduct general and specialized tests and analyses related to: specification and material certifications, process specifications, maintenance task developments, failure analyses, process controls, and verifications of material tasks, material processes, specifications and standards.

3.1.3 Maintenance Planning (MP) - the contractor shall:

3.1.3.1 Determine, analyze and conduct performance monitoring of the Organizational, Intermediate and Depot levels of maintenance regarding overall reliability, maintainability, and availability characteristics and determine their projected availability, specifically with the following metrics:

- a. Direct Maintenance Man-Hours / Flight Hours (DMMH/FH)
- b. Mean-Time-To-Repair (MTTR)
- c. Mean-Time-Between-Removals (MTBR)

- d. Mean-Time-Between-Failures (MTBF)
- e. Mean-Flight-Hours-Between-Failures (MFHBF)
- f. Cost Per Flight Hour (CPFH)

3.1.3.2 Assess the interface between weapon systems, Government Furnished Equipment (GFE), aircraft systems and other Government furnished systems and provide a list of alternatives for improving operating/maintenance procedures.

3.1.3.3 Investigate and validate maintenance concepts, storage and handling requirements and procedures for composite materials.

3.1.3.4 List alternatives for improvements to existing maintenance concepts, procedures and handling requirements.

3.1.3.5 Provide alternatives for the assignment of composite maintenance and repair capabilities among Organizational, Intermediate and Depot level activities.

3.1.3.6 Assess and review the maintenance planning programs and compare the maintenance engineering aspects of the programs with projected requirements for transition of maintenance capabilities.

3.1.3.7 The contractor shall perform the following with regard to Remove and Replace (R&R) tasks:

- a. Verify the accuracy and completeness of the maintenance plans
- b. Verify and document the Remove and Replace (R&R) items in the maintenance plans and ensure the scheduled maintenance and preventive maintenance inspection requirements are complete
- c. Review the items appearing on the Inspect and Repair (I&R) working lists and determine which items must be repaired
- d. Develop complete data for each replaceable item on the aircraft including but not limited to, Part Number, Manufacturer, Quantity per assembly, National Stock Number, Level of maintenance, failure rate and nomenclature.
- e. Rank the failure rates and repair levels of systems, subsystems and equipment on in-service aircraft similar to those on developing aircraft
- f. Determine the impacts of each replaceable item on the supportability of the aircraft. Include manpower, cost, spares, maintenance capability and operational readiness impacts

- g. Review the difference in recovery rates between interchangeable and replaceable items
- 3.1.3.8 Assess the impact to maintenance planning for alternative maintenance concepts and provide alternatives for enhancements.
- 3.1.3.9 Identify and provide alternatives in areas for changes and improvements for optimizing maintenance intervention and tactics to meet predetermined affordability and reliability goals.
- 3.1.3.10 Reserved
- 3.1.3.11 Conduct engineering analyses and studies of maintenance/support disciplines. Provide Integrated Product Support (IPS) planning alternatives and courses of action to meet fleet readiness requirements in response to Product Quality Deficiency Reports or Engineering Investigations.
- 3.1.3.12 Develop and maintain maintenance plans, supportability analyses, maintenance tasks and LORA. Review supportability analysis worksheets, Engineering Change Proposals (ECPs) for analytical correctness, product support integration and return on investments (ROI).
- 3.1.3.13 Develop, evaluate and list alternatives for changes to maintenance plans for systems, equipment, subsystems, Weapon Replaceable Assemblies and Shop Repairable Assemblies. This includes the following:
- a. Analyze the data/techniques and source of data used in generating data maintenance plans
 - b. Evaluate failure modes, design feature comparisons, support experience, and operational environments
 - c. Track the full integration of logistic support elements
 - d. Monitor logistic elements and data required to support end items
 - e. Determine compliance with maintenance policies and philosophies
 - f. Document analytical processes with supportability analysis procedures
 - g. Feedback changes in failure modes, design features, operational environments and performance baseline monitoring back through the Reliability Centered Maintenance (RCM) and PSA process for possible updates to PSA packages, or MRC decks.
- 3.1.3.14 Identify the quantitative and qualitative data necessary to support new policy initiatives required in response to changing/evolving technical, acquisition and operational logistic needs utilizing Naval Aviation and/or Weapons maintenance, engineering, technical,

financial and schedule data to support IPS policies/conceptualizations and the development and/or implementation of IPS documentation.

31.3.15 Identify IPS, maintenance policy options, related forecasts, and project how they might impact Fleet support. Conduct cost/benefit tradeoff analyses of policy options.

3.1.3.16 Provide maintenance planning support to the organization's Continuous Process Improvement (CPI) program by developing maintenance sustainment strategies.

3.1.3.17 Identify maintenance performance gaps regarding CPI deployment and functionality to include list of alternatives for gap closure.

3.1.3.18 Perform analysis of fleet maintenance, operational data, and readiness degraders to identify systemic in-services support issues and shortfalls and provide a list of alternative solutions.

3.1.4 Logistics Support Analysis (LSA) Database and Reports – the contractor shall:

3.1.4.1 Provide analyses, technical studies and reports in support of task analyses and IPS resource requirements in accordance with TA-STD-0017.

3.1.4.2 Identify LSA output report requirements and provide assistance in developing Logistics Product Data (LPD) key entities and attributes commensurate with the acquisition phase.

3.1.4.3 Conduct maintenance task analyses, identify maintenance task requirements and resources that complement the maintenance concept, and identify sequential subtasks and task resource requirements.

3.1.4.4 RESERVED

3.1.4.5 RESERVED

3.1.4.6 Assess prime and OEM maintenance task analyses of specified Airborne Weapon Systems, Subsystems and Support Systems. This includes tailoring PSA requirements and objectives.

3.1.4.7 Conduct logistics engineering evaluations of selected components of weapon systems to identify variances in the actual performances versus LSA projections and identify impacts to PSA packages for updating the LSA database(s).

3.1.4.8 Investigate, identify, and provide possible options for corrective and/or mitigation options of system(s)/subsystem(s) or the individual components.

3.1.4.9 Provide an Analysis of Alternatives (AoA) that provides costs, resolution cost, trade-off studies, return on investments and solution options and produce report summarizing findings and list of alternatives.

3.1.4.10 Develop alternatives to analyze and track deployment discrepancies regarding support resources and spares. List alternatives for Beyond Capability Maintenance (BCM) interdictions.

3.1.4.11 Conduct post-deployment review of maintenance, engineering and logistics management plans and provide report to:

- a. Identify the requirements for evaluating the adequacy of deployed resources to include supply shortages in repairable and consumable items for possible pack-up kits;
- b. Include identification of problem areas noted during the review and assessment phase;
- c. Provide alternatives to improve policies and procedures for the conduct of evaluations;
- d. Provide schedules, milestones, and estimates of the level of personnel required;
- e. Provide Lessons Learned for support planning adequacy of systems and equipment.

3.1.5 Environmental Logistics – the contractor shall:

3.1.5.1 Conduct environmental reviews & analyses during the design interface and maintenance planning process to ensure compliance with Federal, DoD, Navy, state and local environmental regulations and policies.

3.1.5.2 Collect, analyze, evaluate and report on emergent technologies and their corresponding processes, storage and disposal requirements.

3.1.5.3 Participate in the LSA process, ECP reviews, RCM, planning/analysis, technical publication reviews in order to:

- a. Identify and review impacts of new designs/design changes on existing support systems relative to environmental policies, regulations, and laws.
- b. Ensure support of the Aviation Hazardous Materials Control and Management Program by identifying hazardous materials and making recommendations for the elimination, minimization, or substitution of their use.
- c. Promote cost effective environmental technology solutions to reduce LCC and environmental impact.

3.1.5.4 Plan and coordinate the integration of maintenance pollution prevention and hazardous material technology alternatives.

3.1.5.5 Identify hazardous materials as an analysis report or as data elements in the Logistics Support Analysis Record (LSAR) output report.

3.1.5.6 Provide analyses and technical studies in support of Environmental Compliance initiatives.

3.1.5.7 Review and identify life cycle support requirements and their effects on environmental policies, regulations and laws.

3.1.6 Aviation/Ship Integration –the contractor shall:

3.1.6.1 Review ship, aviation and weapons program acquisition documentation to identify areas of aviation and weapons interface and possible logistics concerns for both new and in-service ships and new and legacy aircraft and weapons. Provide recommendations to promote the integration of evolving Navy goals and priorities.

3.1.6.2 Collect and analyze aviation maintenance and support requirements. Deliver consolidated evaluation of aviation requirements across the proposed Carrier Air Wing, Aviation Combat Element or aviation detachment.

3.1.6.3 Provide analysis of aviation maintenance and support processes for both current and future systems in relation to aviation/ship integration.

3.1.6.4 Develop shipboard aviation logistics footprints addressing all aviation and weapons requirements, capabilities, and issues aboard a single ship or ship class.

3.1.6.5 Support shipboard weapons integration analysis and testing efforts in relation to aviation/ship integration.

3.1.6.6 Conduct trade studies of specific ship, aviation and weapons interface issues including in-depth analysis of aircraft operations, maintenance and maintenance support functions such as supply operations.

3.1.6.7 Provide the ability to collect and analyze data extracted from Navy and related data systems.

3.1.6.8 Provide the ability to produce and reproduce formal, bound report products.

3.1.6.9 Develop and provide ship design recommendations regarding the location and design of effective and efficient aviation maintenance and support activities to include shipboard space assessments detailing the spaces required, as well as the preferred location within the ship's general arrangements, and the internal space layouts.

- 3.1.6.10 Support developing aircraft programs for future shipboard operations and support.
- 3.1.6.11 Support NAVAIR teams and project leads in the execution of their responsibilities.
- 3.1.6.12 Coordinate with the Fleet, OPNAV, Commandant Marine Corps (CMC), program offices and competencies with other systems commands, industry and other stakeholders
- 3.1.6.13 Incorporate evolving Navy goals and priorities to effect integration of aviation systems and aircraft.

3.1.7 Supply Support - the contractor shall:

- 3.1.7.1 Support the Direct Vendor Delivery (DVD) and Requirements Determination programs by coordinating overall Fleet Support Team (FST) actions for DVD programs. Provide recommendations on the hardware development prime contractor's statements of work and provide preliminary repair data to prospective vendors. Ensure milestone efforts that require NAVSUP Weapon Systems Support (WSS) actions are completed on time. Provide support in the adaptation of provisioning tasks (e.g. item selection, cataloging, and classification) to the DVD program through independent research and analyses of findings. Document any improvements to DVD programs as required.
- 3.1.7.2 Perform Requirements Determinations of aircraft initiatives by collecting and validating relevant data to support specific item reviews for possible Logistics Engineering Change Proposals (LECP) and DVD programs and determine which require further investigations and those that do not meet specified selection criteria. Input information in the requirement determination calculation programs and store calculations into databases.
- 3.1.7.3 Continuously monitor the supply support posture for a given system. This may include, but not be limited to work such as, administering Requirements Based Forecasting Model (RBFM), forecasting efforts, parts call support, quarantine issues, DLA/NAVSUP WSS critical parts reviews.
- 3.1.7.4 The contractor shall catalogue in accordance with NAVSUP P-724, Chapter 8, and maintain logs, matrices, websites, and other cataloguing tools, to include the following:
- a. Prepare, submit and coordinate National Stock Number/ Naval Ammunition Log Code (NALC) submittals using NOLSC-724/6, cataloging/ Identification/ Disposition Request.
 - b. Obtain technical documentation for explosive items (AUR or Component Item) for cataloguing purposes (i.e., HERO, ESD, and Packaging, Certification and Final Hazard Classification documentation).

- c. Prepare weekly highlights and keep Government Team Lead current on status of any/all cataloguing efforts.

3.1.7.5 Execute provisioning requirements using the Interactive Computer-Aided Provisioning System (ICAPS) database. The Interactive Computer Aided Provisioning System is used to prepare a Provisioning Parts List (PPL) which will be prepared using the production contractor-originated baseline based upon the Technical Data Package

- a. Draft PPL – Prepare a draft PPL using the baseline and a Provisioning Requirements Statement (PRS), a draft PPL will be prepared by the Supply Support contractor and then distributed to the technical “ilities”, as specified by the Acquisition Program Manager Logistics (APML), for their review. Upon a Desk Top Provisioning Conference lead by the Supply Support Lead, a PPL will be entered into the ICAPS program.

- b. Final PPL – Submit the final PPL to NAVSUP WSS for final APL (Allowance Parts List) preparation by NAVSUP WSS. The APL will be used by the 'users' and Fleet for ordering purposes and maintenance by NAVSUP WSS.

3.1.7.6 Prepare and submit Support Equipment Recommendation Data (SERD) efforts for cataloguing purposes.

- a. IAW a SEMS AUTOSERD Template, and a top level signed drawing, submittal is made to Code 66000E, 575 I Avenue, Suite 1, and Point Mugu, CA 93042-5049.

- b. Code 66000E will take submittal and forward to NAWCAD, Lakehurst, NJ. Lakehurst will forward to NAVSUP WSS for NSN assignment.

3.1.7.7 Perform a needs assessment, requirements determination and/or requirements validation concerning Interim Supply Support (ISS) assuring program requirements are appropriately understood and reflected in relevant Acquisition Plans, Integrated Logistics Support Plans, Maintenance Plans, operational and interim support plans, data requirements, job analysis, task analysis, POA&Ms, and performance criteria as required for the development, procurement, acceptance, deployment, sustainment and support of the weapons system/platform.

3.1.7.8 Provide advice in a wide range of Material Supply Support (MSS), Diminishing Manufacturing Sources and Material Shortages (DMSMS)/technical and functional obsolescence requirements and Supply Chain Management (SCM). Conduct research and analysis within programs defined supply chain concerning elements of procurement, transportation, storage, handling, receiving, issuing and delivery of material. Assess and analyze reliability, availability, supportability, and affordability requirements, developing viable alternatives in supporting program requirements. Recommend changes to existing or prospective solutions and provides risk management assessment.

3.1.8 Facilities – the contractor shall:

3.1.8.1 Provide support to the Facilities Logistics Element Manager (LEM):

- a. Provide policy and process input Ship/Shore facilities. Collect and analyze aviation maintenance and support facility requirements.
- b. Support facilities configuration control board.
- c. Assist in the development of facility LEM Training.
- d. Perform Independent Logistics Assessments (ILAs) and provide recommendations for ILA policy changes.
- e. Review Program facilities documentation (e.g., SDDs, SOWs, ALSPs, LRFS, etc.) and provide inputs.
- f. Develop shore aviation logistics footprints addressing all aviation requirements, capabilities, and issues.

3.1.8.2 Provide support to the facilities LEM in support of PEOs:

- a. Attend APEO(L) meetings and Program facility meetings.
- b. Monitor program milestone status.
- c. Participate in and ensure that Site Evaluations are performed and gaps have been identified and documented.
- d. Participate in Site/Unit Activation planning schedules.
- e. Identify, support, and monitor Military Construction (MILCON) and modification projects.
- f. Provide Subject Matter Expertise (SME) for Ship/Shore facilities policy and processes.
- g. Perform Facility LEM inventory tracking.

3.1.9 Naval Aviation Maintenance Program (NAMP) – the contractor shall:

3.1.9.1 Manage, use, update and maintain the Change History and Review Tracking System (CHARTS).

3.1.9.2 Maintain liaison within NAVAIR and externally with other organizations, to include but not limited to, COMNAVAIRFOR, HQMC NAWCAD'S, COMFRC, NATEC and

SPARWARSYSCEN, to assist with coordination of maintenance and logistics policy development and changes.

3.1.9.3 Provide support as required to the NAMP Working Committee.

3.1.9.4 Develop and recommend policy changes in support of CPI sustainment, and changes to aviation operations and policy resulting from CPI sustainment.

3.1.10 Maintenance Scheduling/Management – the contractor shall:

3.1.10.1 Review ship, weapons and aviation program acquisition documentation to identify areas of aviation interface and possible logistics concerns for both new and in-service ships and new and legacy aircraft and weapons. Provide recommendations to promote the integration of evolving Navy goals and priorities.

3.1.10.2 Provide analyses on current and future depot/intermediate capabilities/capacity requirements and issues.

3.1.10.3 Develop metrics, track progress, and provide status reports on depot capability establishment against required capability plans.

3.1.10.4 Develop metrics, track progress and assist in analyzing depot and intermediate production in support of competency, COMFRC, NAVAIR and NAE goals. Provide reasons for late work-in-process and late deliveries. Assist in process improvement identification and the development of production recovery plans.

3.1.10.5 Provide analyses, technical studies and reports in support of organizational, intermediate, and depot level maintenance tasks and maintenance scheduling and management efforts.

3.1.10.6 Provide analyses on current and future Workload Standards (WLS).

3.1.10.7 Provide Readiness improvement status evaluations, identifying current fleet readiness problems, mission capabilities and full mission capability factors causing readiness degradations, corrective actions, and get well dates.

3.1.10.8 Conduct Industrial Source of Repair process tasks in support of depot capability establishment.

3.1.10.9 Perform analysis of current processes and procedures/documents and recommend improvements.

3.1.10.10 Provide data input and data base administration for Maintenance and Scheduling Management data bases.

3.1.11 Supportability Test and Evaluation (ST&E) – the contractor shall:

3.1.11.1 Develop, evaluate and provide input to requirements, contracts and documentation to ensure ST&E requirements are included.

3.1.11.2 Develop Supportability Test Plans to ensure Systems (ship, weapons, and aircraft) products go through appropriate Test and Evaluation processes. Execute Supportability Test Plans and provide Supportability Test plan results and reports.

3.1.11.3 Evaluate, plan, coordinate and provide logistics support of the test program.

3.1.11.4 Respond to Program Office, HQ and other agency data calls/requests with documented information, briefings, meetings and/or guidance for ST&E.

3.1.12 Integrated Warfighter Support Community (IWSC) /Warfighter Response Center (WRC) – the contractor shall:

3.1.12.1 Perform in depth analysis and capture the as-is state, perform gap analysis and develop the to-be state for various aviation logistics/maintenance processes, business processes and associated data applications/systems.

3.1.12.2 Develop and integrate functional requirements and design of an enterprise architecture that supports the Integrated Warfighter Support Community future state.

3.1.12.3 Develop policy and procedures that address the Integrated Warfighter Support processes.

3.1.12.4 Develop metrics and methods to measure and monitor ability to deliver reactive, predictive and proactive support to the Warfighter to include emergent requirements/capabilities.

3.1.12.5 Assist in the implementation, operation and enhancement of the Integrated Warfighter Support Services systems and supporting systems/components.

3.1.13 Training/Training Support – the contractor shall:

3.1.13.1 Analyze Manpower, Personnel and Training (MPT) effectiveness to determine interim and follow-on training requirements, recommended method of training, manpower and personnel impacts, Navy Enlisted Code (NEC) changes or recommendations, increase/decrease of manning and other MPT information. The contractor shall request and review Navy Training Systems Plans (NTSP). The contractor shall review manpower projections, research training courses and NEC rate applicability as part of the NTSP development/update. Provide input to and review Front End Analysis and skill sets. Review maintenance tasks to align to the proper rate/NEC.

3.1.13.2 Define training requirements and associated support strategies for new and modified weapon systems, and support Logistics Managers (LM) for training in the preparation

of input to acquisition milestone schedules, ILS SOWs, Engineering Change Proposals (ECPs), Configuration Control Board forms and other logistic element planning documents. The contractor shall coordinate, track, and review curriculum and training data development.

3.1.13.3 Perform cost-benefit analyses and logistics training support impact assessments on new, modified, pre-planned improvements, ECPs, Technical Directives and other documentation detailing recommendations for correction of performance and logistics deficiencies.

3.1.13.4 Participate in logistics-related meetings including NTSP review meetings, logistics reviews, ILS Management Teams meetings and provide coordination with other government or fleet personnel. Additionally, the contractor shall coordinate training events, meetings and conferences; prepare and deliver briefing materials, charts, viewgraphs, document meeting minutes and other items needed to facilitate logistics presentations.

3.1.13.5 Review Human Systems Integration (HSI) Plans and Documents, and participate in meetings where applicable to evaluate impacts among the Systems applicable HSI Elements (i.e., Human Factors, Safety, Manpower & Personnel, Training, etc.).

3.1.13.6 Review and evaluate Training Strategies/Plans, Training assessments, including but not limited to Integrated Learning Environment, Web Based Training and Embedded Training.

3.1.13.7 Review, analyze, and assess manpower estimates, to include maintenance and operations manpower determinations, calculation and methodologies.

3.1.13.8 Review current systems Watch Stations requirements and assess impacts driven by new or differing positions for future Personnel Qualification Standards (PQS) revisions.

3.1.13.9 Analyze collective and/or individual task analysis, learner analysis and needs assessment.

3.1.13.10 Develop Initial and Full Navy Training Systems Plans (NTSP).

3.1.13.11 Develop maintenance and operator/aircrew training deliverables using the training products by functional area guide below. Specifications and format will be specified in the task order CDRLs.

Product Number	Functional Area	Intermediate Products	DID Number
1	1, 2, 3	Management Plan	DI-MGMT-80004A, Management Plan
2	1, 2, 3	Integrated Master Schedule (IMS)	DI-MGMT-81650, Integrated Master Schedule

Product Number	Functional Area	Intermediate Products	DID Number
3	1, 2, 3	Agenda	DI-ADMIN-81249A, Meeting Agenda
4	1, 2, 3	Minutes	DI-ADMIN-81250A, Meeting Minutes
5	1, 2, 3	Contractor's Progress, Status, and Management Report	DI-MGMT-80227, Contractor's Progress, Status, and Management Report
6	1, 2, 3	System Engineering Management Plan (SEMP)	DI-SESS-81785, System Engineering Management Plan (SEMP)
7	1, 2, 3	Software Development Plan (SDP)	DI-IPSC-81427A, Software Development Plan
8	1, 2, 3	Engineering Change Proposals (ECPs)	DI-CMAN-80639C, Engineering Change Proposal
9	1, 2, 3	Request for Deviations (RFDs)	DI-CMAN-80640C, Request for Deviation
10	1	Internal Evaluation Report	DI-PSSS-81524B, Training Evaluation Document
11	1	External Evaluation Report	DI-PSSS-81524B, Training Evaluation Document
12	1	Training Effectiveness Evaluation Report	DI-PSSS-81524B, Training Evaluation Document
13	1	Return on Investment Report	DI-PSSS-81524B, Training Evaluation Document
14	1	Training Systems Use and Performance Report	DI-PSSS-81524B, Training Evaluation Document
15	1	Transfer of Training Report	DI-PSSS-81524B, Training Evaluation Document
16	1	Analysis of Alternatives Report	DI-SESS-81517B, Training Situation Document
17	1	Mission Analysis	DI-SESS-81518B, Instructional Performance Requirements Document
18	1	Training System Strategies	DI-SESS-81518B, Instructional Performance Requirements Document
19	1	Job or Occupational Analysis	DI-SESS-81518B, Instructional Performance Requirements Document
20	1	Task Analysis	DI-SESS-81518B, Instructional Performance Requirements Document

Product Number	Functional Area	Intermediate Products	DID Number
21	1	Cognitive Task Analysis	DI-SESS-81518B, Instructional Performance Requirements Document
22	1	Critical Task Analysis Report	DI-HFAC-81399A, Critical Task Analysis
23	1, 3	Problem Analysis	DI-SESS-81517B, Training Situation Document
24	1	Similar Systems Analysis	DI-SESS-81517B, Training Situation Document
25	1, 3	Gap Analysis	DI-SESS-81517B, Training Situation Document
26	1	Top Down/Bottom Up Functional Analyses	DI-MISC-80711, Scientific and Technical Report
27	1	Use Case Development	DI-SESS-81517B, Training Situation Document
28	1, 3	Training Situation Analysis	DI-SESS-81517B, Training Situation Document
29	1, 3	Training Technology Assessment	DI-SESS-81517B, Training Situation Document
30	1	Needs Analysis	DI-SESS-81517B, Training Situation Document
31	1	Human Performance Analysis	DI-SESS-81517B, Training Situation Document
32	1	Top Down / Bottom Up Analysis	DI-HFAC-80745, Human System Engineering Report
33	1	Critical Task Analysis	DI-HFAC-81399, Critical task Analysis Report
34	1, 3	Root Cause Analysis	DI-SESS-81517B, Training Situation Document
35	1	Commonality Analysis	DI-SESS-81517B, Training Situation Document
36	1,3	Resource Requirements Analysis	DI-SESS-81517B, Training Situation Document
37	1	Training Task List	DI-SESS-81518B, Instructional Performance Requirements Document
38	1, 3	Terminal and Enabling Learning Objectives Construction	DI-SESS-81518B, Instructional Performance Requirements Document
39	1	Objectives Hierarchy	DI-SESS-81518B, Instructional Performance Requirements Document

Product Number	Functional Area	Intermediate Products	DID Number
40	1, 3	Cross Reference Matrix (Task to LO)	DI-SESS-81518B, Instructional Performance Requirements Document
41	1	Mission Performance Standards	DI-SESS-81518B, Instructional Performance Requirements Document
42	1, 3	Implementation Plan	DI-MGMT-81737, Implementation Plan
43	1, 3	Evaluation Plan	DI-SESS-81524B, Training Evaluation Document
44	1, 3	Mission Team and Unit Standards	DI-SESS-81518B, Instructional Performance Requirements Document
45	1, 3	Media Analysis Model	DI-SESS-81519B, Instructional Media Requirements Document
46	1, 3	Media Analysis Report	DI-SESS-81519B, Instructional Media Requirements Document
47	1, 3	Instructional Delivery System Functional Data Report	DI-SESS-81519B, Instructional Media Requirements Document
48	1, 2, 3	Cost Analysis Report	DI-SESS-81517B, Training Situation Document
49	1, 3	Analysis of Alternatives	DI-SESS-81517B, Training Situation Document
50	1	Training Planning Process Methodology	DI-SESS-81518B, Instructional Performance Requirements Document
51	1, 2	ADL/SCO Reusability Report	DI-SESS-81526B, Instructional Media Package
52	1	Training Device Requirements Document	DI-SESS-81519B, Instructional Media Requirements Document
53	1	Training System Functional Description	DI-SESS-81519B, Instructional Media Requirements Document
54	1, 2, 3	Training Systems Facilities Report	DI-FACR-80976, Facilities Plan
55	1, 3	Training System Design Strategy Document	DI-PSSS-81520C, Instructional Media Design Package
56	2, 3	Design and Style Guide	DI-PSSS-81520C, Instructional Media Design Package
57	2, 3	Interface Design Document	DI-PSSS-81520C, Instructional Media Design Package
58	1, 2, 3	Lesson Design Specification	DI-PSSS-81520C, Instructional Media Design Package

Product Number	Functional Area	Intermediate Products	DID Number
59	1, 2, 3	Instructional Media Resource Requirements Document	DI-PSSS-81520C, Instructional Media Design Package
60	1, 2, 3	Concurrency Management Plan	DI-MISC-80508B, Technical Report-Study/Services
61	1, 2, 3	IT Approval Forms	DI-MISC-80508B, Technical Report-Study/Services
62	1, 2, 3	Life Cycle Cost Report	DI-FNCL-80448, Life Cycle Cost (LCC) and Independent Schedule Assessment (ISA) Report
63	2, 3	Test Items, Tests and Test Bank (Pre- and Post-Tests)	DI-PSSS-81525C, Test Package
64	2, 3	Assessment Tests	DI-PSSS-81525C, Test Package
65	2, 3	Diagnostic Tests	DI-PSSS-81525C, Test Package
66	2, 3	Predictive Tests	DI-PSSS-81525C, Test Package
67	2, 3	Lesson Format Guide	DI-PSSS-81520C, Instructional Media Design Package
68	2	Prototype Lesson	DI-PSSS-81520C, Instructional Media Design Package
69	2, 3	Logic Flow Diagrams	DI-PSSS-81520C, Instructional Media Design Package
70	2, 3	Engineering Change Plan	DI-SESS-81519B, Instructional Media Requirements Document
71	2, 3	Pre-Planned Product Improvement Plan	DI-SESS-81519B, Instructional Media Requirements Document
72	2, 3	Master Syllabus/Curriculum Outline	DI-PSSS-81527C, Training System Support Document
73	2, 3	Course Logic Flow Diagrams	DI-PSSS-81520C, Instructional Media Design Package
74	2, 3	Training Orientation Guide	DI-SESS-81522B, Course Conduct Information Package
75	1, 2, 3	Course Training Standards Information Package	DI-SESS-81522B, Course Conduct Information Package
76	2, 3	Lesson Plans	DI-PSSS-81523C, Training Conduct Support Document

Product Number	Functional Area	Intermediate Products	DID Number
77	2, 3	Student Guides	DI-PSSS-81523C, Training Conduct Support Document
78	2, 3	Kneeboards	DI-PSSS-81523C, Training Conduct Support Document
79	2, 3	Briefing Guides	DI-PSSS-81523C, Training Conduct Support Document
80	2, 3	Performance Checklists	DI-PSSS-81523C, Training Conduct Support Document
81	2, 3	Job Aids	DI-PSSS-81523C, Training Conduct Support Document
82	2, 3	Instructor Under Training Materials	DI-PSSS-81523C, Training Conduct Support Document
83	2, 3	Course Completion Certificates	DI-SESS-81522B, Course Conduct Information Package
84	2, 3	Instructor Course Evaluation Sheets	DI-SESS-81522B, Course Conduct Information Package
85	2, 3	Student Course Evaluation Sheets	DI-SESS-81522B, Course Conduct Information Package
86	2, 3	Course Completion Report	DI-SESS-81522B, Course Conduct Information Package
87	2, 3	Training System Database Report	DI-IPSC-81437, Database Design Description (DBDD)
88	2, 3	Training System Resource Requirements Document	DI-SESS-81522B, Course Conduct Information Package
88	2, 3	OJT Training Materials	DI-PSSS-81523C, Training Conduct Support Document
89	2, 3	Training Material Change Package	DI-PSSS-81523C, Training Conduct Support Document
90	2, 3	Media Asset Repository	DI-PSSS-81526C, Instructional Media Package
91	2, 3	Instructional Media Package	DI-PSSS-81526C, Instructional Media Package
92	2, 3	Scripts & Storyboards	DI-PSSS-81526C, Instructional Media Package
93	2, 3	On-Screen Lessons	DI-PSSS-81526C, Instructional Media Package

Product Number	Functional Area	Intermediate Products	DID Number
94	2, 3	Graphic Media Development Data Report	DI-PSSS-81526C, Instructional Media Package
95	2, 3	Interactive Courseware Directions	DI-PSSS-81526C, Instructional Media Package
96	2, 3	Programming Requirements Data Package	DI-PSSS-81526C, Instructional Media Package
97	2, 3	Instructional Media Data Files	DI-PSSS-81526C, Instructional Media Package
98	2, 3	SCORM Conformance Requirements Data	DI-PSSS-81526C, Instructional Media Package
99	2, 3	Training System Support Document	DI-PSSS-81527C, Training System Support Document
100	2, 3	Training System Operating Procedures	DI-PSSS-81527C, Training System Support Document
101	2, 3	Concurrency Management Plan	DI-MISC-80711, Scientific and Technical Report
102	2, 3	Software User Manual	DI-ISPC-81443A, Software User Manual
103	2, 3	Usability Test Plan	DI-MISC-80711, Scientific and Technical Report
104	2, 3	Change Package	DI-SESS-81523B, Training Conduct Support Document
105	2, 3	Learning Management Systems Test and Acceptance	DI-QCIC-80553, Acceptance Test Plan
106	1, 2, 3	System/Subsystem Specification (SSS)	DI-DPSC-81431A, System/Subsystem Specification (SSS)
107	1, 2, 3	Scientific and Technical Reports (Requirements Traceability and Verification Matrix (RTVM))	DI-MISC-80711A, Scientific and Technical Reports
108	1, 2, 3	System/Subsystem Design Description (SSDD)	DI-ISPC-81432A, System/Subsystem Design Description (SSDD)
109	1, 2, 3	Interface Control Document (ICD)	DI-CMAN-81248A, Interface Control Document (ICD)
110	1, 2, 3	Product Drawings/Models and Associated Lists	DI-SESS-81000D, Product Drawings/Models and Associated Lists
111	1, 2, 3	Software Requirements Specification	DI-DPSC-81433A, Software Requirements Specification (SRS)
112	1, 2, 3	Software Design Description (SDD)	DI-IPSC-81435A, Software Design

Product Number	Functional Area	Intermediate Products	DID Number
			Description (SDD)
113	1, 2, 3	Scientific and Technical Report (Software Product Specification)	DI-IPSC-81441A, Software Product Specification (SPS)
114	1, 2, 3	Presentation Material	DI-ADMN-81373, Presentation Material
115	1, 2, 3	Revision to Existing Documents (Test and Evaluation Master Plan (TEMP))	DI-ADMN-80925, Revision to Existing Documents
116	1, 2, 3	Test Procedures	DI-NDTI-80603, Test Procedures
117	1, 2, 3	Trainer Criteria Report (TCR)	DI-MISC-81281, Trainer Criteria Report
118	1, 2, 3	Test/Inspection Report (TIR)	DI-NDTI-80809B, Test/Inspection Report
119	1, 2, 3	Personnel Qualification Standard	DI-MGMT- 81954

FUNCTIONAL AREAS 1, 2 and 3 above are as follows:

1. Analysis, Design and Evaluation
2. Development and Production
3. Sustainment

3.1.13.12 Prepare, document and deliver course modules for Continuous Process Improvement (CPI) curriculum that meet or exceed Naval Education and Training Command requirements. Support includes, but is not limited to: assistance and coaching in content establishment, construction of training simulations/exercises, revision of existing course content, graphics support for training materials using standard structured templates and techniques, drafting of instructor's guides and testing/construction of material via pilot classes.

3.1.14 Support Equipment (SE) – the contractor shall:

3.1.14.1 Identify the SE quantitative and qualitative data necessary to support new policy initiatives required in response to changing/evolving technical, acquisition and operational logistics support. Identify SE Naval Aviation, weapons and ship, maintenance engineering, technical, financial and schedule data. Identify SE ILS maintenance policies and concepts. Develop and implement SE ILS documentation in support of aircraft, weapon and ship programs. Identify SE ILS and SE Maintenance policy options and related forecasts and projections of the options' impact on fleet support. Conduct cost/benefit trade-off analyses of policy options.

3.1.14.2 Develop, review and update SE Integrated Logistics Support Documentation.

3.1.14.3 As part of the Request for Engineering Instruction (REI) process, evaluate and recommend material and hardware substitutions to engineering (4.0) Department for their approval.

3.1.14.4 Conduct engineering assessments of approved systems and equipment ECP's. This includes:

- a. Determining changes to engineering elements and associated engineering requirements data
- b. Developing Technical Directives (TD) to meet Fleet introduction of the proposed engineering changes
- c. Recommending baseline engineering modification schedules to incorporate each ECP into the applicable systems
- d. Evaluating engineering parameters and logistics support requirements to support the systems engineering aspects of the ECP

3.1.14.5 Assess and review ECP's, TD's and Publication changes, and related documents to assure that ILS requirements are properly addressed and are consistent within known program constraints. Identify their impacts on life cycle logistics planning. These evaluations shall include identifying changes to logistic support elements, associated requirements dates and impacts on delivery and deployment schedules. Identify problems and provide recommendations for their correction.

3.1.14.6 Validate Technical Publications against the Maintenance Plans and Supportability Analyses and report the findings in regard to Support Equipment.

3.1.14.7 Conduct independent assessments of logistics data for affordability, reliability, maintainability, supportability, supply support, maintenance concepts and warranty considerations. Perform research and analyses of impacts for the proposed engineering changes on Integration Logistics Support and operational readiness.

3.1.14.8 Review and analyze Naval Aviation Maintenance engineering/technical, financial and schedule data to support ILS and maintenance policy conceptualization, development, and implementation of ILS documentation. Develop the quantitative and qualitative data necessary to support new policy initiatives required in response to changing technical, acquisition and operational logistics needs resulting from experiences gained during program executions, fleet operations, tests and evaluations and in response to directions by higher authorities. Identify ILS and Maintenance options and related forecasts/projections of the options' impacts on fleet support. Conduct cost/benefit trade-off analyses of options.

3.1.14.9 Research and provide recommendations for Integrated Logistics Support fleet maintenance procedures, techniques and requirements to ensure adequacy of maintenance tasks to satisfy operational requirements under stationary and mobilization conditions.

3.1.14.10 Evaluate systems and equipment to identify obsolete/out-of-production components. Assess Government owned inventory of obsolete/out-of-production components, usage rates and remaining service life of used-on systems/equipment. Perform analyses to determine the severity of problems and recommend alternatives.

3.1.14.11 Recommend methods for identifying and assessing the principal factors impacting the supportability of systems and equipment to quantify the scope and nature of logistic support required to affordably, efficiently and effectively meet specific operational mission requirements.

3.1.14.12 Assess integrated logistics support planning and management data and documentation to identify supportability problem areas. Recommend quantitative and qualitative methodologies to evaluate the impact of Integrated Logistics Support shortfalls. Recommend actions to correct and alleviate identified support problems.

3.1.14.13 Conduct on-site quantitative and qualitative analyses of the Integrated Logistics Support elements, assessing support prior to and during the introduction of systems and equipment at selected test and evaluation sites, training sites and operational ashore and afloat sites. Identify variances from the documented plans, recommend corrective actions and track implementation to meet site/unit activation planning milestones.

3.1.14.14 Conduct an assessment of approved systems and equipment Engineering Change Proposals. This includes: developing Technical Directives to meet fleet introduction of the proposed engineering changes; recommending modification schedules to incorporate each Engineering Change Proposal into the applicable systems and evaluating logistics support requirements.

3.1.14.15 Define SE requirements and associated support strategies for new and modified weapon systems, and support Logistics Managers (LM) in the preparation of input to acquisition schedules, Life Cycle Supportability Plans (LCSP), User's Logistics Support Summaries (ULSS), Logistics Requirements Funding Summaries (LRFS), ILS SOWs, Diminishing Manufacturing Sources and Material Shortages (DMSMS)/obsolescence Plans, Unique Identification (UID) Plans, Support Equipment Recommendation Data (SERD), Engineering Change Proposals (ECPs), Configuration Control Board forms, and other logistic element planning documents. Provide inputs for the preparation, review and management of acquisition documents such as SOWs, Request for Proposals (RFPs) and/or Integrated Logistics Support Detail Specification (ILSDS).

3.1.14.16 Support LMs in the identification of, impact on, and implementation, of all SE ILS elements.

3.1.15.17 Perform cost-benefit analyses, supportability analyses and logistics impact assessments on new modified and pre-planned improvements, SE ECPs, Technical Directives, Design Change Notices, Source Maintenance & Recoverability (SM&R) Code changes and other documentation detailing recommendations for correction of SE performance and logistics deficiencies.

- 3.1.14.18 Originate, update and review SE information used in Support Equipment Recommendation Data (SERD), AUTOSERD, Support Equipment Requirements Management Information System (SERMIS) and other Government SE-related databases in consonance with the appropriate Weapon System Manager. The contractor shall submit database inputs and provide review comments. The contractor shall secure the proper SEMS access.
- 3.1.14.19 Access government SE databases to generate SE ILS management reports.
- 3.1.14.20 Support SE LMs in developing repair of repairable and spare/material budgets while utilizing Naval Supply models to forecast dollar requirements.
- 3.1.14.21 Conduct site surveys and review available data to evaluate SE requirements, capabilities, availability, and supportability capabilities to provide logistics, maintenance planning, MPT, and supply support recommendations and accompanying documentation.
- 3.1.14.22 Review and assess contractor proposed changes in SE component reliability, maintainability, obsolescence or performance characteristics and develop or provide recommended changes to SE ILS planning documents such as Support Material Lists, Gross Requirements Lists, and Provisioning Technical Documentation (PTD).
- 3.1.14.23 Participate in logistics-related meetings including logistics reviews, ILS Management Teams meetings, LSA/LMI reviews, Provisioning Guidance Conferences, telephone conferences, program reviews, procurement review planning conferences, site activation meetings and initial outfitting meetings and provide coordination with other government, Fleet users, FMS customers and industry representatives while providing inputs to ensure complete SE logistics support. The contractor, when required, shall participate in “Team Building” and coordination meetings, briefings and other information exchanges to include specialized Government unique training, as approved and directed by competent Government Authority in support of Acquisition Logistics requirements. Additionally, the contractor shall prepare and deliver briefing and presentation materials, charts, viewgraphs, document meeting minutes and other items needed to facilitate logistics presentations.
- 3.1.14.24 Analyze in-service SE reliability, maintainability and availability characteristics, project availability, identify Fleet readiness problems and supply support deficiencies. Associated metrics for SE shall be tracked and reported, to assist in Cost-Wise Readiness Improvements. This shall include preparing data base queries from NALDA/DECKPLATE and OARS, reports and briefings as required.
- 3.1.14.25 Conduct investigations and technical studies to identify the status of pertinent integrated logistics support elements affecting the overall maintenance programs for the systems and equipment. Identify problem areas and recommend corrective actions.
- 3.1.14.26 Review, assess and recommend changes to site support Integrated Logistics Support readiness including: Maintenance planning; Phased support; Manpower and personnel requirements; Initial provisioning and material support; Support equipment including Automatic

Test Equipment; Training and training devices; Technical data including computer resources support; Packaging, handling, storage and transportation; and Facilities, both Shore and Ship.

3.1.14.27 Review technical manuals and instructions for compliance with environmental policies, regulations and laws.

3.1.14.28 Provide technical support for the management of Support Equipment Recommendation Data (SERD) efforts. Includes but not limited to creating, revising and reviewing SERDs, entering applicable data into AUTOSERD, tracking excess/deficit SE in Support Equipment Resources Management Information System (SERMIS) and creating unique queries in ACQ Access for program management, engineering and logistics personnel.

3.1.14.29 Review Source Data Revision Recommendations (SODARRS) and provide disposition recommendations.

3.1.14.30 Provide technical support for system/design requirements determination and SE acquisition. Support preparation of all acquisition documents for the procurement of new and modified SE end-items including technical specifications and Statements of Work (SOWs).

3.1.14.31 Provide on-site representative (OSRs) to support acquisition, site activation and design and development logistics tasks.

3.1.14.32 Attend and participate in design reviews, program reviews, Technical Coordinating Meetings (TCMs) and other designated meetings. The Contractor shall assist in the support of aircraft platform Fleet Support Team (FST) meetings, SE meetings, aircraft maintenance plan reviews and tool vendor meetings.

3.1.14.33 Be proficient in utilizing information systems including LSA, APIMIS, NATEC Website, NAVICP Asset Visibility and SERMIS.

3.1.14.34 Acquire and maintain access to both Government and prime contractor websites and databases as necessary to perform his/her duties.

3.1.14.35 Assist in distributing Support Equipment including the initial outfitting of Peculiar Support Equipment for Aircraft Platform Site Activations.

3.1.14.36 Support site standup requirements; assist in the design or evaluation of kitting and container layouts; compare tool list requirements, and screen for stock numbered equivalents; assist in the design or evaluation of modified tool requirements; conduct vendor research; determine etching needs, and develop and update schedules.

3.1.14.37 Provide personnel and support to ensure the timely delivery of designated SE for initial outfitting/site activation purposes. Tasks shall include (but are not limited to):

- a. Support the Acquisition Manager by scheduling/managing deliveries of SE to the fleet utilizing the authorized government SE management database

- b. Enter, maintain, and update all program acquisition information in the authorized Government acquisition database
- c. Support program Site Activation personnel in the planning for and preparation of site activation SE requirements lists, shipping schedules and discrepancy lists
- d. Generate Temp Loan request forms, arrange shipment, track return dates and ensure all equipment is returned, when required
- e. Maintain all SE site activation lists and record changes/updates as new equipment is sent to each activity
- f. Provide monthly and/or ADHOC reports such as Staging Facility receives/pushes, Temp Loan status, MILSTRIP status, Cataloging & data imaging status and current acquisition activities database status

3.1.14.38 RESERVED.

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3.1.14.46 RESERVED.

3.1.15 RESERVED.

3.1.15.1 RESERVED.

3.1.16 Metrology and Calibration – the contractor shall:

3.1.16.1 Monitor, evaluate, track, and report Engineering Investigations, Product Quality Deficiency Reports, Hazardous Material Reports, Aircraft Inspection Discrepancy Reports, Depot work/rework and trouble reports.

- 3.1.16.2 Collect, analyze, evaluate and report on Local Engineering Specifications and Local Process Specifications.
- 3.1.16.3 Evaluate and recommend calibration and measurement requirements and implement Calibration and Measurement Requirements Summary reports.
- 3.1.16.4 Collect, analyze, evaluate and report on engineering specifications and local process specifications related to metrology and calibration requirements/support.
- 3.1.16.5 Interface with, liaison and assist elements of metrology/calibration in all phases of acquisition planning, estimating, requisitioning and tracking of reference Calibration Standards/equipment required to support aviation calibration activities.
- 3.1.16.6 Review, assess and support for development of, and possible changes to, calibration standards related documents, analyses, algorithms, data, inventory objectives, range/depth and technical measurement capabilities.
- 3.1.16.7 Evaluate reference calibration standards, calibration equipment, infrastructure, support processes and policies in terms of their effectiveness in meeting aviation readiness goals. Provide recommendations and methods of improvement.
- 3.1.16.8 Provide technical support for managing commercial and organic technical data, documents and manuals that support the metrology and calibration program, including effective liaison with supporting organizations responsible for distribution to aviation activities (and others as required). This task includes electronic media and digitization of current and legacy documents.
- 3.1.16.9 Provide analysis, recommendations and implementation assistance for product line organizational structure and process reengineering required to meet high-level METCAL policy/guidance as required to support naval aviation engineering, logistics and maintenance.
- 3.1.16.10 Assess, develop, provide, review and evaluate metrology and calibration training strategies/plans, conduct skill assessments and training; including but not limited to, Integrated Learning Environment, Web Based Training, and Embedded Training.
- 3.1.16.11 Provide metrology technical support in program reviews. Propose technical program improvements based on engineering expertise, and judgment when appropriate. Contribute to strategic planning and identify initiatives when experience gained from participating in technical issue resolutions dictates. Provide support in planning and managing the execution of the metrology and calibration engineering and logistics programs.
- 3.1.16.12 Schedule equipment into global service centers and calibration laboratories for calibration and repair using MEASURE, and direct interface with customer activities to determine their mission support needs and priorities.

3.1.16.13 Provide technical and procedural advice, guidance and support to calibration laboratory personnel and other Navy & Marine personnel concerning metrology related matters such as the repair, calibration and modification of precision measurement equipment.

3.1.16.14 Provide repair, calibration and modification of a variety of complex precision measurement equipment utilized by the Navy & Marine Corps activities and other laboratory customers.

3.1.16.15 Interface with NAVAIR METCAL Program Office on matters requiring their assistance or direction, including, but not limited to, providing required reference calibration standards and equipment; new or revised calibration procedures; support of newly identified customers; data logging and reporting requirements.

3.1.16.16 Provide analysis, assessments and justification for new reference calibration standards required for performance of calibration maintenance and traceability to US National and International Units of Measurement.

3.1.16.17 Attend, participate, support, analyze, provide input, develop, prepare and report on meetings, conferences and review boards.

3.1.17 Joint Underservice – the contractor shall:

3.1.17.1 Coordinate, manage, and support the successful execution of the Joint Depot maintenance (JDM) program in accordance with OPNAVINST 4790.14B.

3.1.17.2 Coordinate and optimize efficiencies across Services for the joint Depot Maintenance Inter-Services process in support of NAVAIR, NAVSEA, and SPAWAR

3.1.17.3 Coordinate, track progress, perform analyses, and provide status reports for DSOR/DMI introductions and recommendations between services in accordance with OPNAVINST 4790.14B.

3.1.17.4 Monitor workload forecasting, track inter-service production data, coordinate funding, and organize training across the Navy in support of the Navy DMISA workload.

3.1.17.5 Support ILAs in depot source of repair analyses and document findings in the format specified.

3.1.17.6 Identify and update information and briefing materials to support APML/APMSE and other critical briefing requirements, to include, if necessary, presenting the briefing

3.1.18 CORE/Title 10 – the contractor shall:

3.1.18.1 Provide industrial legislative support to include the delivery of timely and accurate products in support of Core Analysis/Title 10 Branch to support the successful

execution of the Industrial Legislative program in accordance with DoDI 4151.20 of Jan 07 and Title 10, United States Code. This includes:

- a. Support the loading and coding of data received from other activities critical to the CORE determination process
- b. Provide continued Visual Basic or other programming support as either problems in the current software operations occur or changes in the input/output data requirements
- c. Provide continued maintenance support to the CORE Component Application including maintenance training, configuration, and security, including emphasis on components to provide optimal integration of I and D level maintenance. This involves answering questions and conducting training on the Core database and the CORE Calculation process

3.1.18.2 Conduct research, document, and submit Core analyses/advisories to determine if workload associated with a NAVAIR-procured weapon system or other military equipment is required to sustain aviation depot-level core capability in accordance with Title 10, United States Code, section 2464 and DoD Instruction 4151.20 of Jan 07.

3.1.18.3 Research, compile, and validate core depot-level workload and depot-level funding for calculating the core-sustaining workload, expressed in units/direct labor hours, for the informal annual, formal biennial, and long-range reports interfacing with program manager/office, COMFRC, NAVSUP, and OPNAV, as required by the DoDI 4151.20 of Jan 07 and Title 10, United States Code 2464.

3.1.18.4 Research, compile, validate core depot-level workload for estimating core-sustaining workload during acquisition planning, expressed in units/direct labor hours, for interfacing with program manager/office as required by the DoDI 4151.20 of Jan 07 and Title 10, United States Code 2366(a) and 2366(b).

3.1.18.7 Identify and update information and briefing materials to support APML/APMSE and other critical briefing requirements, to include, if necessary, presenting the briefing

3.1.18.8 Support Programs to generate and route Congressional Notifications on commercial items as defined by 10USC2464.

3.1.19 Industrial Business Ops – the contractor shall:

3.1.19.1 Provide timely and accurate tactical, operational, and strategic planning support for depot maintenance industrial business operations in support of weapon systems with primary focus on those that are aeronautical in mission.

3.1.19.2 Conduct thorough and complete analyses of specific studies and identify and document trends occurring in the Navy organic sector, commercial sector, and inter-service sector, as directed.

3.1.19.3 Analyze the full spectrum of technology trends and document the findings in the format specified.

3.1.19.4 Perform full spectrum manufacturing and/or repair trends analysis including the Bill of Materials (BOM) and document the findings.

3.1.19.5 Perform performance, capability, capacity, and throughput assessments to optimize resource allocation and usage across the industrial sectors.

3.1.19.6 Perform detailed analyses that link program, SYSCOM, service staff, fleet, and full-spectrum maintenance sector acquisition and sustainment strategies to optimize investment and support plans.

3.1.19.7 Define and develop long range goals and objectives for emerging issues and industrial trends and develop a viable plan for their implementation within the Industrial complex.

3.1.19.8 Identify, develop, coordinate, and document innovative industrial maintenance support strategies via intra-Navy and inter-service agencies to optimize future investment strategies for both acquisition and sustainment plans for full spectrum weapons systems support.

3.1.19.10 Represent the Industrial Depot Maintenance subject area, and its goals and objectives, in all intra-Navy and joint DoD and service IPTs/working groups that affect, guide, or influence its activities. This includes, but is not limited to, participation on teams conducting maintenance efficiency studies, software maintenance, advanced maintenance technology study and development, and UAV maintenance. Deliver report summaries as directed.

3.1.19.11 Identify and update information and briefing materials to support APML/APMSE and other critical briefing requirements, to include, if necessary, presenting the briefing.

3.1.20 Diminishing Manufacturing Sources and Material Shortages (DMSMS) – the contractor shall:

3.1.20.1 Perform sustainment assessment/identification of Life Cycle Management opportunities for system and subsystems, as tasked.

3.1.20.2 Perform sustainment assessment/identification of Life Cycle Management opportunities for system and subsystems, as tasked. This task may include, but is not limited to the following:

- a. Load Bill of Material (BOM) into appropriate obsolescence management/predictive tool(s).

- 3.1.20.3 Perform sustainability/obsolescence assessment on a system or subsystem to evaluate supply, reliability, logistics and readiness constraints and/or impacts using customer specified Tools and Data Sources.
- 3.1.20.4 Identify and investigate possible options for corrective and/or mitigation options of the whole system(s)/subsystem(s) or the individual components, as the analysis dictates.
- 3.1.20.5 Provide Analysis of Alternatives (AoA) that provides costs, resolution cost, and trade-off studies. Produce report summarizing findings and recommendations.
- 3.1.20.6 Provide support planning and/or implementation of alternative solutions to programs/platforms as required.
- 3.1.20.7 Provide cross-platform engineering, technical, and programmatic support and analysis to the DMSMS/Obsolescence Team.
- 3.1.20.8 Provide analyses of alternatives, selecting the best solutions, measuring progress, and documentation of metrics, common processes, design decisions, best practices, and “lessons to be learned.”
- 3.1.20.9 Perform trade-off studies among requirements, design alternatives, and other cost, schedule and performance related issues.
- 3.1.20.10 Perform program risk analysis, and provide recommendations for mitigation. Additionally, establish product performance metrics to measure performance, cost, and schedule.
- 3.1.20.11 Support customer collaboration and communication efforts through participation in the following: NAVAIR/DoD DMSMS Working Group; DMSMS Conference; Technology Forums; various Government Meetings; “Lead Free” RoHS mitigation training; and development of source data for website(s) and communication media. The aforementioned list is not all inclusive.
- 3.1.20.12 Travel in support of meetings, conferences, and other required events. Potential travel may include but not limited to supporting Working Group Meetings (DoD, DON, Core, etc.); DMSMS Training; DMSMS Conferences; DMSMS Training for 6.7.2.5 DMSMS Branch Members; and DMSMS Training for NAVAIR OMT.
- 3.1.20.13 Procure individual and enterprise licenses as required for commercially available DMSMS toolsets and data sources to including but not limited to Logistics Tools, Predictive Tools, and Information Handling Services (IHS) products to support system/platform life-cycle research and analysis. The enterprise licenses shall enable access to tools from major NAVAIR sites, as required. These sites include, but are not limited to, NAS Patuxent River, MD; FRC Jacksonville, FL; FRC Cherry Point, NC; and FRC San Diego, CA. The Contractor shall also produce, track and distribute DMSMS training materials, as required.

3.2 **CONTRACT MANAGEMENT** – the contractor shall:

3.2.1 **RESERVED**

3.2.2 Program Management: The contractor Program Manager shall serve as the overall manager and administrator for the contractual effort, and shall act as the primary interface and point of contact with Government program authorities and representatives on programs/projects and contract management procedures and controls, planning and directing projective execution, and monitoring and reporting progress. The contractor shall control all financial and administrative aspects of the programs with respect to contractual requirements.

The contractor shall manage and control all aspects of the assigned task orders. Duties and responsibilities are as follows:

- a. Analyze and record program needs.
- b. Develop program management plans for Government approval and implement and report on Government approved program schedules.
- c. Analyze, develop, track and report on program budgets.
- d. Develop program schedules for Government approval, and implement and report on Government approved program schedules.
- e. Develop risk mitigation actions at the program level for Government approval.
- f. Develop quality assessment and assurance procedures at the program level for Government approval, and implement the Government approved quality assessment and assurance procedures.
- g. Execute, based on the awarded task order, the best utilization of corporate team member personnel resources at the program level.
- h. Perform liaison duties among corporate entities, corporate team members, and Government representatives.

3.2.3 Administrative Support: The contractor shall prepare, maintain, and preserve technical or administrative documentation, data, correspondence, and records. Specifically, the contractor shall:

3.2.3.1 Provide the following administrative/program/project support functions:

- a. Prepare for meetings and conferences by arranging for location, recording minutes, preparing minutes, proposing attendees, agenda, etc.

- b. Use of Microsoft Office products, to include but not limited to Office, Excel, PowerPoint, Outlook and Project.
- c. Schedule, arrange, coordinate attendees and run Video Teleconferences (VTC) and phone conferences.
- d. Maintain state-of the-art anti-virus software and ensure that all media are virus free when delivered.
- e. Be capable of performing work in both the contractor's facilities and at the Government's facility.
- f. Provide technical recommendations for program documentation in accordance with DoD 5000.1 and DoD 5000.2 and SECNAV 5000.2.
- g. Maintain the ability to interface with and transfer data to and from AIR-6.7 electronically.

3.2.3.2 Provide analysis, planning and coordination for strategic planning and strategy efforts. Provide administrative and project management support, analysis and documentation/presentation support for assigned Program, Project, and/or Department Program Management meetings. Design and develop executive level briefings, policy, and documents. Collect and coordinate information for use in executive level briefings.

3.2.3.3 Provide the following financial management functions:

- a. Manage and monitor obligations of execution year funds. Provide/coordinate inputs, recommendations and impacts for prioritization decisions of execution funding, to include population/maintenance of spend plans, and tracking expenditures of all sources of funding. Develop long term funding strategies.
- b. Support NAVAIR and OPNAV leadership in the development of budget requirements and documentation.
- c. Respond to Program Office, Branch, Division, Department, HQ and other agency data calls/requests with documented information and/or briefings related to managed funds.

3.2.3.4 Provide the following Communications/Public Affairs functions:

- a. Maintain liaison with NAE, NAVAIR, COMNAVAIRFOR, COMFRC and HQMC Public Affairs Officers to assist with communication and coordination among these organizations and to implement Navy programs, provide support and ensure communication of these activities throughout the organization.

- b. Collect requisite information, develop and deliver recommended press releases and reports for the public and military.
- c. Support the conduct of interviews and taking of photographs and/or videos in order to prepare articles appropriate for perpetuating leadership, training, motivation and enthusiasm of the Program's, Project's, and/or Department's goals/mission for inclusion in appropriate publications. Provide information, to include prepared articles, to military publications and web sites, to promote and publicize the mission/goals of the Program, Project and/or Department.
- d. Recommend, implement and provide advice on Navy and command public relations policies and procedures, which may include supporting the obtainment of guidance from higher echelon Public Affairs Office on resolution of unprecedented problems that may necessitate deviation from accepted practices
- e. Write, compose, edit, layout, photograph, select, assemble and communicate original material for internal and public distribution as necessary using journalistic styles and graphic designs suitable to its purpose, including, but not limited to, publications, web sites, oral and visual presentation scripts, speeches, regular and special reports, correspondence, news releases or advisories, newsletters and publicity packets that proactively address emerging issues or answer internal and external inquires of diverse individuals and groups clearly and concisely.

3.3 MOBILIZATION AND TRANSITION.

3.3.1 Mobilization: The mobilization period shall not exceed sixty day, and it shall be utilized to allow the contractor to attain logistical competence, as well as to hire and train contractor personnel, obtain appropriate security clearances, and obtain base auto passes. All personnel shall be hired, trained, and in place by the completion of the mobilization period. In cases where the contractor has hired the incumbent's personnel, the contractor shall present documentation to the COR that verifies that each person has current and valid qualifications. The contractor shall assume full responsibility for all requirements of the contract, in accordance with the SOW, upon completion of the mobilization period. During this period, the contractor may observe all tasks being performed by the transitioning contractor as an On-The-Job Training (OJT) function, provided it does not interfere with the incumbent's ability to meet contractual requirements.

3.3.2 Transition: If the incumbent contractor is an unsuccessful offeror in any subsequent government solicitation for this effort, or the contract is terminated for any reason, the contractor shall, during the successor contractor's mobilization period, provide all reasonable support to the government and the successor contractor to ensure an orderly transition and minimize any impact on operational readiness and shall provide the successor contractor access to the site and to all technical documentation and publications on a not-to-interfere basis during the transition period. Additionally, the successor contractor shall also be permitted to observe

the incumbent contractor performing services on a not-to-interfere basis during the transition period. The incumbent contractor shall negotiate with the successor on transfer of earned worker benefits for personnel who wish to work for the successor contractor. The contractor shall retain full responsibility for all contractual requirements in accordance with the SOW until completion of the transition period.

3.4 OTHER DIRECT COSTS (ODCs).

3.4.1 The contractor may be required to incur travel (CONUS and OCONUS) and incidental supply and material costs in support of this effort as ODCs. Clause 5252.242-9515, details allowable costs and restrictions on the direct charging of material costs. Only those material expenses as specified in individual task orders shall be reimbursed to the contractor. ODCs may include G&A expenses, but shall not include profit.

3.4.2 The contractor shall notify the PCO and the COR when the sum of all ODC purchases (incidental materials, NMCI, and travel) reaches 75 percent of the available funding for each TO.

3.4.3 All material associated with this contract that is purchased by the contractor and not depleted during the performance of the contract shall become the property of the Government. The contractor shall turnover all materials to the Government by way of a Material Inspection and Receiving Report (DD250).

3.5 SECURITY

3.5.1 Only U.S. citizens may perform under this contract. All personnel must be able to obtain a secret clearance. All personnel required to work at the Government's site must, at a minimum, obtain an Interim Secret Clearance prior to starting work at the Government's facility. In some instances, a Top Secret clearance may be required at the TO level. The contractor shall safeguard all classified information and meet all Security and IA requirements identified in the DD Form 254. The contractor shall enforce these safeguards throughout the life of the contract including the transport and delivery phases.

3.5.2 The Contractor shall locate and secure conference room facilities for conducting meetings in addition to office/lab space at the classification level up to Secret on the contractors' facilities.

3.5.3 Operations Security (OPSEC) - The contractor shall provide OPSEC protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined in Title 15, USC, Section 278g-3(d)(4)). Security policy, procedures, and requirements for classified information are provided in the National Industrial Security Program Operating Manual (DoD 5220.22-M). The contractor shall enforce these safeguards throughout the life of the contract including the development, delivery, support phases, and the disposition/storage of classified and controlled unclassified information at contract completion. If the contractor does not have an established security plan that addresses the protection of proprietary, sensitive, or

controlled unclassified information, the government contracting authority shall provide an OPSEC Plan template for development. The contractor, if required, shall prepare the OPSEC Plan IAW the CDRL (B002).

3.5.4 A Common Access Card (CAC) will be required for contractor employees on this contract. The Government Contractor CAC card serves as the primary method of identification for the contractor employees, as well as providing the basis of the PKI access to the Navy Marine Corp Intranet (NMCI) and any follow-on government directed intranet, which requires PKI access. The COR/TOCOR will assist in providing the contractor appropriate documentation for obtaining CAC cards. Contractor personnel who are seated on-site, who will use an NMCI computer, or any follow-on government directed computer system, or be required to access any DoD computer system, shall obtain and utilize a DoD CAC and certified PKI certification and encryption within 30 days of contract award.

3.5.5 NMCI and any follow-on government directed intranet. Computer resources shall be acquired in accordance with DFARS 5252.237-9503. For those employees so affected, the contractor shall track completion of SAAR forms and IA training specific to government requirements.

3.5.6 Basic information security guidelines for protection of unclassified DoD information on Non-DoD systems – The contractor shall safeguard unclassified DoD information stored on non-DoD information systems to prevent the loss, misuse, and unauthorized access to or modification of this information. The contractor shall:

- a. Not process DoD information on public computers (e.g., those available for use by the general public in kiosks or hotel business centers) or computers that do not have access control.
- b. Protect information by at least one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.
- c. Sanitize media before external release or disposal.
- d. Encrypt all information that has been identified as controlled unclassified information (CUI) when it is stored on mobile computing devices such as laptops and personal digital assistants, or removable storage media such as compact disks, using the best available encryption technology.
- e. Limit information transfer to subcontractors or teaming partners with a need to know and who have a commitment to at least the same level of protection.
- f. Transmit e-mail, text messages, and similar communications using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS). Encrypt organizational wireless connections and use encrypted wireless connection where available when traveling. If encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word processing files), using at least application-provided password protection level encryption.

- g. Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.
- h. Not post DoD information to Web site pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to Web site pages that control access by user identification or password, user certificates, or other technical means and provide protection via use of TLS or other equivalent technologies. Access control may be provided by the intranet (vice the Web site itself or the application it hosts).
- i. Provide protection against computer network intrusions and data exfiltration, minimally including the following:
 - (1) Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.
 - (2) Monitoring and control of inbound and outbound network traffic as appropriate (e.g., at the external boundary, sub-networks, individual hosts) including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection services, and host-based security services.
 - (3) Prompt application of security-relevant software patches, service packs, and hot fixes.
- j. Comply with other current Federal and DoD information protection and reporting requirements for specified categories of information (e.g., medical, critical program information, personally identifiable information, export controlled) as specified in contracts, grants, and other agreements.

3.6 GOVERNMENT-FURNISHED PROPERTY (GFP) AND GOVERNMENT-FURNISHED INFORMATION (GFI)

3.6.1 There will not be any GFP or GFI provided under the resultant contract for this requirement.

3.6.2 Contractors performing on-site support will be granted access to workspaces, telephone service, printers, facsimile machines, copy machines, shredders, computers and network access including web servers and applicable databases or other applications necessary to carry out assigned tasks.

3.7 PLACE OF PERFORMANCE

3.7.1 The places of performance will include but not limited to Jacksonville, FL; Arlington, VA; and Tinker AFB, Oklahoma City, OK.

3.7.2 When contractor facilities are required for contractor personnel who will not be working aboard a government installation, the contractor shall establish facilities within a 30-mile radius from each of the following Government facilities:

- a. 6206 Aviation Avenue, Jacksonville, FL 32221;
- b. 200 12th St South, Arlington, VA 22202; and
- c. 8001 Mid America Blvd, Ste. 175, Oklahoma City, OK 73135.

3.7.3 Additionally, contractor facilities shall be ready to fully support contractual requirements NLT service start date.

3.8 TRAVEL

3.8.1 The contractor shall be required to travel and/or work on-site as specified in individual task orders.

3.8.2 Local and long distance, domestic, and international, travel may be required for this effort as specified in individual task orders. All travel expenses shall be identified in individual task orders, and only those travel expenses having valid receipts and travel claims shall be reimbursed to the contractor. Travel shall be reimbursed at cost in accordance with the DoD Joint Travel Regulations and NAVAIR clause 5252.232-9509, "Travel Approval and Reimbursement Procedures."

3.8.3 Reimbursement of travel to-and-from the respective site (e.g. Patuxent River, MD; Cherry Point, NC; Jacksonville, FL; Point Mugu/China Lake, CA; North Island, CA; Arlington, VA; Tinker AFB, Oklahoma City, OK; and Lakehurst, NJ) and the surrounding area, by the contractor or subcontractor located within 50 miles of the base, shall not be authorized.

3.8.4 All travel costs will be reported in the monthly status report as well as monitored by Contractor to ensure yearly ceiling is not exceeded (CDRL B001).

3.9 ACCESS TO GOVERNMENT FACILITIES

AIR-6.7 will provide the Contractor access to Government facilities as required to complete any resultant Task Order (TO). Access will be provided during normal business hours (Monday through Friday, 0600 - 1800 hours) or other applicable timeframes as required to support testing activities.

3.10 GOVERNMENT FURLOUGH PERIODS

3.10.1 Notwithstanding any other provision of this SOW, in the event that the government reduces operations pursuant to a furlough of civilian employees of the DoD, the level of effort for the resultant contract or task order established in 5252.211-9503, Level of Effort (Cost Reimbursement) (NAVAIR) (Dec 2012) – Alt I (Dec 2012) shall be reduced for the tenure of the civilian furlough. The level of effort for the contract or task order during the civilian furlough period shall be expended at an average rate to be determined at the task order level.

The contractor is not required to remain on standby and should take every effort to minimize its overhead costs during the reduction. At the conclusion of the civilian furlough period, the level of effort will revert to the prior rate. The contractor will not be required to immediately revert to the prior level of effort, but rather will be allowed to transition at an amount of time based on mutual government and contractor agreement to revert to the prior rate.

During the civilian furlough period, unless otherwise authorized by the Procuring Contracting Officer (PCO), the government installation work schedule will consist of an 8-hour work day Monday through Thursday. Therefore, Friday will not be part of the government installation work schedule. At the conclusion of the civilian furlough period, the government installation work schedule will revert to the prior established schedule. This reverting to the normal work week shall take place automatically, and will not be effected by Executive Order or an administrative leave determination.

3.11. FEDERAL HOLIDAYS

3.11.1. The contractor will normally not provide services on the following federal holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. When a holiday occurs on a Saturday, federal employees are normally granted the previous Friday as the holiday observance period. When a holiday occurs on a Sunday, federal employees are normally granted the following Monday as the holiday observance period. There are occasions when the FRC East reduces operations in conjunction with the following holidays: Thanksgiving Day, Christmas Day, and New Year's Day, which encompass additional non-holiday work days and weekends. When such a notice is given, the contractor shall modify its support level for the reduced operations.

3.12. INSTALLATION CLOSURE

3.12.1 In the event that an unforeseen installation closure occurs on a regular work day, the Contracting Officer's Representative (COR) will have the option to reschedule the work on any day that is mutually satisfactory to the contractor and the PCO. Additionally, when said closure occurs, personnel shall secure material, equipment, vehicles, and buildings, as determined by assigned Depot personnel, in accordance with current Fleet Readiness Center East Instructions (INSTs) 3140.3C Destructive Weather, 3301.1C Antiterrorism Force Protection Plan, and 5102.2B Unified Emergency Response Plan and operating procedures for the preservation and protection of the property.

3.13. SEVERE WEATHER CLOSURE

3.13.1 In the event of closings due to severe weather or other hazardous situations, notification to contractor employees to take appropriate actions will be given through FRC East on-line website closing and delays bulletin and provided severe weather phone number.

3.14 MONTHLY STATUS REPORT

3.14.1 The contractor shall prepare a monthly status report that documents the status of contractor effort towards achieving contract objectives. The report shall identify accomplishments to date, difficulties encountered, and the resources expended towards the goal of each task order. The status report shall also include a detail listing of all material purchases, including the specific cost of each item procured. The contractor shall track and maintain progress and financial information for efforts defined in this SOW. The format for the report will follow the Work Breakdown Structure format. The monthly status report will include such items as description of work accomplished for the reporting period, problem areas and actions taken, work planned for the next reporting period, and financial status showing reporting period and year-to-date status (CDRL B001).

3.14.2 The contractor shall manage all subcontracts, including those that are FFP, to include the timely award of the subcontract, integration of the subcontractor's plans into appropriate schedules, and monitoring the subcontractor's staffing plans, to include the execution of those staffing plans to the required levels with the required skills. Subcontractor staffing plans and actual staffing achievements shall be addressed in the Contractor Progress, Status and Management Report. Special attention shall be applied to the technical accomplishment of the subcontractor's critical tasks.

STATEMENT OF WORK FRCSE, JACKSONVILLE, FL

INDUSTRIAL AND LOGISTICS MAINTENANCE PLANNING/SUSTAINMENT DEPARTMENT AIR-6.7

Acronyms Used in this Document

ACQ.....	Acquisition
ADP	Automatic Data Processing
AOA	Analysis of Alternatives
ALSP	Acquisition Logistics Support Plan
AUTOSERD.....	Automated Support Equipment Recommendation Data
BCS	Baseline Comparison System
BOM.....	Bill of Material
CAC.....	Common Access Card
CCIP	Course Conduct Information Package
CDRL	Contract Data Requirements List
CM.....	Configuration Management
COR.....	Contracting Officer's Representative
COMFRC	Commander Fleet Readiness Centers
CPI.....	Continuous Process Improvement
DD	Defense Department
DOD	Department of Defense
DLA.....	Defense Logistics Agency
DMMH/FH.....	Direct Maintenance Man-Hours/Flight Hours
DMSMS.....	Diminishing Manufacturing Sources and Material Shortages

DI/MP	Design Interface/Maintenance Planning
DVD	Direct Vendor Delivery
ECP	Engineering Change Proposal
FEA	Front End Analysis
FMS	Foreign Military Sales
FRC	Fleet Readiness Center
FST	Fleet Support Team
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFP	Government Furnished Property
HSI	Human Systems Integration
HQ	Headquarters
HQMC	Headquarters Marine Corps
I&R	Inspect & Repair
IA	Information Assurance
ICAPS	Interactive Computer Aided Provisioning System
ILS	Integrated Logistics Support
ILSDS	Integrated Logistics Support Detail Specification
IMD	Information Management Department
IMDP	Instructional Media Design Package
IMP	Instructional Media Package
IMRD	Instructional Media Requirements Document
IPRD	Instructional Performance Requirements Document
ISSC	In-Service Support Center
IWSC	Integrated Warfighter Support Community
LCC	Life Cycle Cost
LCSP	Life Cycle Supportability Plans
LECP	Logistics Engineering Change Proposal
LEM	Logistics Element Manager
LM	Logistics Manager
LMI	Logistics Management Information
LORA	Level of Repair Analysis
LRFS	Logistics Requirements Funding Summaries
LSA	Logistics Support Analysis
LSAR	Logistics Support Analysis Record
MDF	Master Data File
METCAL	Metrology Calibration
MFHBF	Mean Flight Hours Between Failures
MISIL	Master Information for International Logistics
MTBF	Mean Time Between Failures
MTBR	Mean Time Between Removals
MTL	Master Task List
MTTR	Mean Time To Repair
NAC	National Agency Check
NAE	Naval Aviation Enterprise
NALDA	Naval Aviation Logistics Data Analysis
NAMP	Naval Aviation Maintenance Program
NAS	Naval Air Station
NATEC	Naval Air Technical and Engineering Command
NAVAIR	Naval Air Systems Command
NAVICP	Naval Inventory Control Point
NAWCAD	Naval Air Warfare Center Aircraft Division
NAWCWD	Naval Air Warfare Center Weapons Division
NEC	Navy Enlisted Code
NMCI	Navy Marine Corps Intranet
NTSP	Navy System Training Plans

OARS.....	On-Line Assessment Reporting System
ODC.....	Other Direct Cost
OEM.....	Original Equipment Manufacturer
OPNAV.....	Naval Operations Staff
OPSEC.....	Operations Security
OSR.....	On-Site Representative
PBSOW.....	Performance Based Statement of Work
PCO.....	Procuring Contracting Officer
PKI.....	Public Key Infrastructure
PM.....	Preventative Maintenance
PPL.....	Provisioning Parts List
PQS.....	Personnel Qualification Standards
PTD.....	Provisioning Technical Documentation
QASP.....	Quality Assurance Surveillance Plan
RBFM.....	Requirements Based Forecasting Model
RFP.....	Request for Proposal
R&R.....	Remove & Replace
SAAR.....	System Authorization Access Request
SDD.....	System Design Development
SE.....	Support Equipment
SECNAV.....	Secretary of the Navy
SEMS.....	Support Equipment Management System
SERD.....	Support Equipment Recommendation Data
SERMIS.....	Support Equipment Requirements Management Information System
SM&R.....	Source Maintenance & Recoverability Code
SODARRS.....	Source Data Revision Recommendations
SOW.....	Statement of Work
SYSCOM.....	Systems Command
ST&E.....	Supportability Test and Evaluation
TCM.....	Technical Coordinating Meeting
TCSD.....	Training Conduct Support Document
TD.....	Technical Directive
TED.....	Training Evaluation Document
TMP.....	Training Management Plan
TP.....	Test Package
TPSD.....	Training Program Structure Document
TSD.....	Training Situation Document
TSSD.....	Training System Support Package
TO.....	Task Order
UID.....	Unique Identification
ULSS.....	User's Logistics Support Summaries
USC.....	United States Code
VTC.....	Video Teleconference
WRC.....	Warfighter Response Center